



National Institute of Fashion Technology  
राष्ट्रीय फ़ैशन प्रौद्योगिकी संस्थान  
Establishment Department - Head Office  
स्थापना विभाग, निफ़्ट मुख्यालय  
Hauz Khas, New Delhi  
हौज़ खास, नई दिल्ली

NIFT/HO/Estt.I/APARs/Admn/2021

30<sup>th</sup> March, 2021

**CIRCULAR**

**Subject: Completion of Annual Performance Assessment Report for the financial year 2020- 2021 for NIFT Administrative Officials-reg.**

Annual Performance Appraisal Report in respect of Administrative Officers/staff of NIFT Head Office and NIFT Campuses for the period April 2020 to March 2021 will become due on 1<sup>st</sup> April, 2021. All are required to fill up their APARs as per timelines.

2. The time schedule for reporting and reviewing of the APARs for NIFT Officials (Admn.) is as under:

Time Schedule for	Administrative Staff (Financial year)
Submission of self- appraisal to reporting officer by officer to be reported upon	15 <sup>th</sup> May
Submission of report by reporting officer to reviewing officer	31 <sup>st</sup> July
Review of the report and submission to HO by reviewing officer for records only	30 <sup>th</sup> September

3. The Blank format of APARs for Administrative Officers/Staff may be downloaded from NIFT Website <https://www.nift.ac.in/establishment>. **APARs received after the stipulated date will not be accepted.**

4. To avoid the delay in process for receiving the complete APARs by Establishment Department, all officers/staff are advised to submit their self- appraisal to their reporting Officer, under intimation to **Establishment department at email id: apar.estt@nift.ac.in.** (For all Group-A Administrative Officers across NIFT Campuses and all officials of NIFT Head Office). The Reporting Officer, under intimation will submit the same to Reviewing Officer before the due date and the Reviewing Officer will forward the completed APAR to the Registrar Head Office for records only under intimation to establishment department. All officers/staff are required to submit their self-appraisal to the reporting authority i.e the immediate supervising officer, as per above time schedule. In case on non-intimation to Establishment department, it would be presumed that the concerned official has not submitted the APAR in stipulated time.

5. If no self-appraisal is received by the stipulated date, reporting officer should not wait till the expiry of the time-limit for self-appraisal of the officer to be reported upon. After the expiry of the

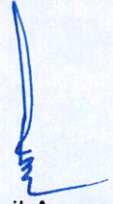
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first week, if self-appraisal is not received by that time, the reporting officer should take it upon himself to remind the officer to be reported upon in writing, asking him to submit the self-appraisal by the stipulated date. It should also be made clear in the reminder that if the officer/staff to be reported upon fails to submit the self-appraisal by the stipulated date, the report will be written without self-appraisal.

6. Where the stipulated dates happen to be holidays or closed days, the working day immediately following the closed day or holiday should be deemed to be the stipulated date.

7. All concerned are informed that in view of the utmost importance of an APAR, the instructions on the subject in different circumstances viz. transfer of Reporting/ Reviewing Officer, when Reporting/ Reviewing officer is related to the employee, when Reporting Officer/ Reviewing Officer retires, Officers appointed on deputation/ contract, timely submission of APAR etc. issued by the Department of Personnel and Training from time to time shall be followed by the NIFT. **APARs are required to be submitted in Physical form only.**

8. Campus Directors are requested to issue a circular to their respective campus to follow the timelines as prescribed above.

  
प्रोफेसर सुहेल अनवर, पीएचडी/ Prof. Suhail Anwar, PhD  
पंजीयक / Registrar

To:

- CVO
- Dean(A)/Director(HO)/Registrar/Director (F&A)/Director (IT/NRC)
- Campus Director All NIFT Campus
- All HODs/Heads/ CPs
- All NIFT Head Office Officials
- PS to DG-NIFT
- Guard File

Copy to :

Head IT- for uploading the same and Blank Format of APARs on website.